

ADMINISTRATIVE - INTERNAL USE ONLY

OTE 84-1228

7 November 1984

MEMORANDUM FOR: Executive Officer to the DDA

FROM:

Executive Officer/OTE

STAT

SUBJECT: OTE Officers for Emergency Duty

REFERENCE: Your Memo, dated 5 November 1984

In response to reference, the following OTE Officers, who reside relatively close to the Chamber of Commerce Building have been designated to report for (or remain) on duty in an emergency situation:

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Name	Title	Office Phone	Home Phone
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DDA 84-3246
5 November 1984

MEMORANDUM FOR: Director of Communications
Director of Data Processing
Director of Finance
Director of Information Services
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security
Director of Training and Education


FROM:



STAT

Executive Officer to the DDA

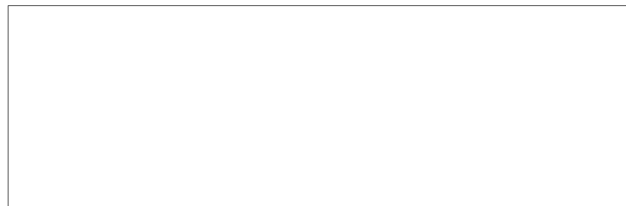
SUBJECT: Agency Emergency Support Plan

1. Per  (copy attached), please provide a list of those individuals who are required to report for (or remain) on duty in an emergency situation such as a severe snow storm, etc. Your list must be restricted to a small number of personnel who are essential to the operation of the Agency. Senior officials should not be included automatically on this list. The list should be in priority order to the extent possible. The distance employees live from duty stations should be considered in the identification process.

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2. Please provide your list to the EO/DDA no later than 14 November 1984.

Attachment



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SEC. CL.		ORIGIN		CONTROL NO.	
DATE OF DOC		DATE REC'D		DATE OUT	
5 NOV84				14 November	
SUSPENSE DATE		EO/DDA		DDA 84-3246	
TO		DTE		CROSS REFERENCE OR	
FROM		EO/DDA		POINT OF FILING	
SUBJ.		Agency Emergency Support Plan			
ROUTING		DATE SENT			
EXO/OTE		11/6			
DDTE					
DTE					
C/AD					
COURIER NO.		ANSWERED		NO REPLY	